

Keeping Yourself Job-Fit:

Toning Your Job Performance

When something goes wrong with your automobile, you drive it to the garage. When you have an ailment or injury, you go to the doctor. Athletes have coaches. Where do you go when you need to diagnose your own job performance?

Bosses and managers do not have lots of time to put their own priorities on hold to tend specifically to yours. Also, many bosses and managers are hesitant to criticize if they're already happy with your present employment performance.

But, fine-tuning might be what you need to succeed and reach your goals. You are unequivocally responsible for boosting your job performance and marketability.

Ask yourself these four important questions. Respond to them as if you were deciding whether to write your own paycheck.

How much is your performance worth? This is the bottom line. If you can say that you've provided an increase in productivity, you can assume you are valuable at this point. Look at improvements you've made, relationships you've nurtured, problems you've resolved. List everything you can think of. What achievements have you accomplished?

Have you set solid objectives for yourself? You need a plan of action to examine your work performance: otherwise, you might lose sight of important goals. If you haven't met them, determine why and consider what can be changed to meet them. Strive to make each factor in your plan work.

How do you compare with your fellow workers? Working together demands that you stay focused as a team. But you also need to know if you're a strong player. Determine what your position is among your peers.

Are you more than a manager? Companies invest millions of dollars to produce good corporate leaders. Good workers are hard to find, good leaders even more difficult. How does your path compare with co-

workers. Are you in a position of responsibility? Is there more you're capable of contributing as a leader?

These questions are critical for your occupational progress and growth. Give yourself a quick job check-up using these guidelines. All it takes is a little time and honest answers. Asking yourself a few simple questions can keep you in tip-top employment health!

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